

Operations Committee

Meeting Minutes for August 24th, 2023

Meeting Link (Hybrid)

<https://ubc.zoom.us/j/83176618039?pwd=NmYvQjd3djhJWkFMaUdjV1hWTW12dz09>

Attendance

Present

- Ian Caguiat (VP Administration & Chair)
- Tanvi Pandhi (Kinesiology Councillor)
- Anna Shubina (Arts Councillor)
- Rowan Bapty (Engineering Councillor)
- Daniella Kufe (Student-at-Large)
- Michael Kingsmill (Project Manager and Design Services)
- Hong Lok Li (Chief Technology Officer)
- Priscilla Ng (CCEC & Recording Secretary)

Guests

- Emily Wong Abdul (Associate VP Sustainability)

Regrets

- Vince Markarian (Building Operations Manager)

Call to Order

The meeting was called to order at **7:05 PM PDT**.

Territorial Acknowledgement - Daniella

I would like to begin by acknowledging that the land on which we gather is the traditional, ancestral, and unceded territory of the xwməθkwəy̓əm (Musqueam) People.

Next Meeting: Anna

Adoption of the Meeting Agenda

Moved: Anna

Seconded: Tanvi

“**BE IT RESOLVED THAT** the agenda is adopted as presented.”

This motion passes unanimously.

Approval of the Minutes

Moved: Rowan

Seconded: Tanvi

“**BE IT RESOLVED THAT** the following minutes be accepted as presented:
August 11th Operations Committee Minutes.”

Important Links:  [August 11th Operations Committee Minutes.pdf](#)


This motion passes unanimously.

Agenda Items

1. **Sustainability Subcommittee Terms of Reference**

Important Links:

 [Sustainability Subcommittee Terms of Reference \(DRAFT August 2023\).pdf](#)

 [CURRENT Sustainability Subcommittee Terms of Reference \(October 2022\).p...](#)

- Michael: I've been involved in a lot of sustainability related initiatives and know the cost of operating them all the time/life cycle of cost is dropping. We run into problems because afterwards we have maintenance problems and have no source of funding for them so we are trapped. Is there a way the project can be examined?



- Ian: Something SEEDS has brought up, something for us to look into with SPF.
- Anna: How would you choose which UBC reps will be on the committee? Most constituencies won't have people in June, only newly elected execs?
 - Ian: First question, it just depends who replies to us first, eg. SEEDS doesn't have that many student staff but C+CP has someone we work with and they are the Zero Waste Coordinator, so they would be the subcommittee rep from the UBC side of things, those 3 are on a first come first serve basis.
 - Next question, the initiatives should be coming down to 1 exec anyway in charge of that portfolio. By July they should have that person hired, so the exec can attend for the rest of the year or have their director attend.
 - There are 2 members from ops comm in that committee, but our members will be refreshed in September so we will decide on that when the community membership has been refreshed
 - Emily is excited to host her own subcommittee!

Moved: Tanvi

Seconded: Anna

“BE IT RESOLVED THAT the new Terms of Reference of the Sustainability Subcommittee be approved as presented.”

“BE IT RESOLVED THAT the Operations Committee Policy Manual be amended to include the new Sustainability Subcommittee's Membership and Roles and Responsibilities, and replace the current Sustainability Subcommittee section.”

This motion passes unanimously.

2. **New Lockers Project**

- Ian: This is one of my executive goals, which I said would cost us 12,000 dollars, but today its 10,500!
- Michael: It's a bank of lockers that are staggered, 2 in each bank, inside the locker they will be equipped with the standard shelves, 1 shelf in each unit, lock and handle. They will be a replication of our drawing, we are modifying the piece to the front where the lock hasp is. This is quite an expensive custom made piece. We will have a metal plate to ensure the lock doesn't wear on the wood finish, protection for the surface of the door face itself.



- This was set up for lending, so the lockers will fit quite nicely here, 4 banks of 2, there will be 6 inches left on each side for what we call a filler, and that's it!
- Cost distribution: cabinet supplies 7500, installation 2000, total is 9500 without tax, so round up to 10500 with tax.
- Contingency is a cash allowance for things we might encounter that we didn't foresee. We have to anchor the cabinets to the wall, I mentioned there will be filler on the side. The depth of these boxes is 30 inches, but the depth of that indent is 54, so we have 24 inches plus minus, which makes anchoring them a bit different rather than just tight against the wall. We have to bridge the gap to anchor which is why we have a little contingency as well in case we have to do something to beef it up to anchor it externally to the wall. If we don't have to do anything we don't spend it and its more savings at the end.
- Rowan: Could we not just have them further back so they are in the alcove and melt them in the wall so there's no filler space?
 - Michael: There's a big void above it, a ceiling space, and it looks odd to have the cases pushed back in, its aesthetic but it looks awkward if it doesn't align. It won't be a big deal though I have talked to the contractor
- Anna: It is 10,000 right?
 - Ian: It is 10,500!
 - Rowan: So are these lockers for clubs to use? How are we gonna decide which clubs get the new lockers?
 - Ian: We have a waitlist of applications. 1 way is for those not given club rooms. Once we allocate all those on the waitlist for lockers, those without club rooms will get lockers, usually 2 for them to use as storage.
 - Michael: I didn't include the lock cost, which is \$12 each
 - Rowan: You could ask clubs to bring their own locks in.
 - Michael: We could add \$100 to our budget.

Moved: Rowan

Seconded: Tanvi

"BE IT RESOLVED THAT the Operations Committee approves \$10,600 for the New Lockers Project from the SUB Repairs and Replacement Fund."

This motion passes unanimously.

3. Subcommittee & Working Group Updates

- **Clubs and Societies Working Group:**
 - Henry will be joining us next week for 2 new club applications which have appealed with us so we can decide whether we approve them as new clubs.
 - When we have new club appeals, we talk to them and then bring them to the subcommittee.
- **Sustainability Subcommittee:**
 - Terms of reference approved, good to start in September.
- **IT Subcommittee:**
 - Hong: Thanks Anna and Tanvi for attending, we had a very successful first meeting.
 - Want to clarify after the meeting, it ran longer because of discussion focusing on the privacy of clubs regarding their workspace use. Ian and myself after had a discussion to dig deeper. Summary of our findings: absolutely no problem, AMS and student clubs are a completely separate organization from UBC. It is under governance from our own policy so how student clubs access their own data is not affected by UBC policy at all. Moving forward, UBC policy is not our consideration and shouldn't be under our discussion. We will discuss it only on AMS IT and privacy policy.
 - AMS Privacy policy is under review by the governance committee, I've also talked to Sheldon about amendments
 - We will have a big agenda next time to go through the AMS IT Policy review, will send the current one to everyone so you can take a look and give plenty of time to give input during the meeting.
 - Regarding the CCTV project, Michael has done a fantastic job in coordinating different parties including vendors to get quotations and look at our infrastructure etc. It is ongoing!
 - We didn't have time to discuss:
 - WUSC club the refugee program (Every year their purchase through IT department many laptops for student refugees, we have approved 9 laptops for them this year)
 - Ian: Those laptops, where are they used for?

- Hong: They are given to the refugee students. We still provide support afterwards, its ongoing support and if they any hardware problems they can bring it to IT Dept. and we can help them out
 - Tech Soup. Now the procedure is simple, any club wanting the discount software just submit their hardware and software acquisition form to the IT department and we will purchase from Tech Soup and charge to their account directly to simplify the process.
- Michael: The CCTV project is really a conversion of the camera system within the Nest. We have reached out to some vendors to see whats out there, now that we have some inputs we have documents that will constitute a tender package which includes plans of existing camera locations, their IP addresses, and plans that show what additional cams are being proposed and where. I have discussed with Vince about placement, and then I have to work backwards to figure out the other costs associated with this project. Next phase is to package it all into the tender package and release it to firms that we see as suitable candidates.
- Hong: It is extremely crucial for us to work together as a team, student and staff, to ensure project transparency and the most cost effective solution will always serve the society's best interest.
- **Art Gallery Subcommittee:**
 - Bel has completed her hiring for volunteer team around 20 people, and focusing on Sep-Oct exhibitions
 - Anna: We welcomed new advisors to the subcommittee, one is from San Francisco which is really cool
 - Ian: Acquisition project to have Indigenous art in the Nest, Bel is talking to Koda tomorrow and the UBC Musqueam contact soon.

Adjournment

There being no further business, the meeting was adjourned at **7:54 PM PDT.**